

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

EXECUTIVE DIRECTOR OF INFORMATION SERVICES 77204

QUALIFICATIONS:

- (1) Bachelor’s Degree with emphasis on Information Services. Coursework in communications/media, journalism, public relations or related field desirable.
- (2) Minimum of ten (10) years progressive experience in the field.
- (3) Valid Florida Driver’s License.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated skill in planning, research, communication, management, and District School Board policies. Ability to communicate effectively with school personnel, school board members, and members of the community. Specific knowledge of the information systems of the District. Advanced interpersonal and conflict resolution skills.

REPORTS TO:

Superintendent of Schools

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| JOB GOAL |
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SUPERVISES:

Staff of Media and Management Information Services
Data Processing Department
Community Liason

PERFORMANCE RESPONSIBILITIES:

- *(1) Acts in the absence of the Superintendent and keeps the Superintendent informed of all activities, problems, and issues involved in all areas and serve on the Superintendent’s leadership team.
- *(2) Serves as the Chief Information Officer for the Putnam County School District (PCSD).
- *(3) Maintains an open line of communication with the District administrative staff and school staff.
- *(4) Services as the Public Records facilitator for the District.
- *(5) Manages the District’s cable TV access channel and the telecasting of school board meetings and workshops.
- *(6) Facilitates crisis communication to the media and public during District emergencies.
- *(7) Manages the District’s Web information systems.
- *(8) Develop and maintain policies and procedures for the deployment of internet and intranet services throughout the District.
- *(9) Develop and maintain policies and procedures of hardware and software resources throughout the District.
- *(10) Develop and maintain policies and procedures that will ensure network security.
- *(11) Develop/design specifications for network infrastructure throughout the District.
- *(12) Develop and maintain policies for the maintenance and repair of district technology and telecommunication assets.
- *(13) Administer the District’s e-rate program.
- *(14) Develop and maintain a management system for reports and forms control.
- *(15) Develop and maintain a plan for the reproduction and destruction of school District records.
- *(16) Administer the District FTE reporting system.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 5

SALARY LOCATOR: Support Personnel Salary Schedule 5